

## 0.0 INTRODUCTION TO DEPARTMENT OF PUBLIC WORKS (DPW)

### 0.0.1 Purpose of this Manual

This Consultant Procedure Manual is an information resource to any Consultant that does business with the State of Connecticut through the Department of Public Works Facilities Design and Construction. This manual includes information on how to obtain state work, what basic services consists of and what constitutes extra services for a consultant, administrative issues and technical requirements. The structure of DPW and how the various people interact with a project is also explained in the Consultant's Procedure Manual.

### 0.0.2 Department of Public Works Mission Statement

To be the leader in providing quality facilities and in delivering cost-effective, responsive, and timely services to state agencies in the areas of planning, design, construction, facilities management, leasing and real property disposition. With our diverse and competent workforce, to partner with our customers and industry providers to make the best use of the State's resources.

### 0.0.3 Organization of the Department of Public Works (DPW)

The Department of Public Works consists of units that cover Management and Planning, Facilities Management, Leasing Services, and Facilities Design and Construction.

0.0.3.1 Under **Management and Planning** the DPW oversees Asset Planning, as a Statewide Service for the full range of State-owned property – all building and lands, but excluding highways, airports, etc. This effort relates to space management and space utilization, capitol spending, planning deferred maintenance, land & building inventory and some environmental records. The goal is to maximize the use of and value of these assets.

0.0.3.2 Under **Facilities Management** the DPW provides office space, utilities and building services for most state agencies located in Hartford. DPW also, operates district (regional) offices at several locations and the Governor's residence. DPW Facilities Management takes temporary custody and interim maintenance of the surplus properties being sold by the state.

0.0.3.3 **Leasing Services** is responsible for leasing and property acquisitions for most state agencies as well as facility management, maintenance and security of state buildings in the greater Hartford area. In addition DPW has certain properties outside of the Hartford area, and surplus property statewide. Leasing supports land sales and purchases with legal and negotiation support if requested.

0.0.3.4 Under **Facilities Design and Construction** the DPW has responsibility for the majority of the State's building construction- both new and renovation. This includes statewide service for early planning and budgeting and design oversight for minor and major projects. Design, bid, build is the most common delivery system. Design build is used for some major projects and we are venturing into the use of CM at Risk as well. DPW is responsible for the Building Code compliance process for non-threshold state construction projects. DPW has the primary state responsibility for hiring architects, engineers, construction administrators and construction contractors related to building and facility projects. DPW handles Energy Management as a Statewide Service, for all agencies and includes technical advice and oversight on energy projects and policy, in a joint effort with the Office of Policy and Management (OPM). This includes performance energy contracting, utilities joint savings project and Life Cycle Cost Analysis (LCCA) administration. DPW also provides Technical Resources, as a Statewide Service, for all state agencies related to buildings design and improvements; and the management of several statewide programs – such as all Underground tank replacements, ADA support, and Asbestos and Lead Removal.

### Organization of Facilities Design and Construction

Facilities Design and Construction has been divided into four (4) teams that handle all Agency needs throughout the State. Each Team deals with a variety of Agencies to enable us to balance the work load equally among the teams.

0.0.3.5 One **Team** covers Agencies as follows: the Technical High School System, Department of Mental Health and Addiction Services (DMHAS), Department of Public Safety (DPS), Department of Social Services (DSS), Police Officers Standards Training Council (POST), and Department of Developmental Services (DDS)

0.0.3.6 Another **Team** covers the Connecticut State University System., Department of Public Works (DPW), Department of Environmental Protection (DEP), Department of Children and Families (DCF) and Board of Education and Services for the Blind (BESB)

0.0.3.7 Another **Team** covers Judicial, Department of Corrections (DOC), Military, Department of Veterans Affairs (DVA), American School for the Deaf (ASD), Connecticut Agricultural Experiment Station (CAES), Fire Schools, and Department of Information Technology (DOIT)

0.0.3.8 Another **Team** covers Community Technical Colleges (CTC), Department of Mental Health and Addiction Services (DEMHS), Department of Motor Vehicles (DMV), State Library, Department of Public Health (DPH), Department of Agriculture, and the Regional Market

0.0.3.9 Each Team has a number of individuals that have the necessary professional qualifications to comply with their Agencies requirements for their specific projects. A Team may consist of the following types of staff:

- Assistant Director of Project Management (ADPM) [Team Leader],
- Project Managers (PM's),
- Associate Project Manager (ASPM)
- Assistant Project Managers (APM)
- Secretarial support.

The ADPM's overview the Team to assure the Agencies needs and personnel issues are being met. The PM or ASPM is directly responsible for the project, and is typically the main contact with the Agency and the Consultant on a day to day basis. The APM's are the project support staff that have professional expertise in construction, codes, mechanical, electrical, or other expertise that can compliment the PM or ASPM in overview of specific projects.

### 0.0.4 DPW SUPPORT:

The structure of the Department of Public Works also includes different support groups that include: hazardous materials (Asbestos, Lead), Construction, Architectural, Engineering, Risk Management, Affirmative Action, Property Disposal & Acquisition, Facilities Management, Energy, Environmental, Code Services, Underground tanks and Claim management. These groups lend support to the Teams and are called on when necessary for specific projects.

### 0.0.5 Authority of the Department of Public Works

The Department of Public Works through its Facilities Design and Construction unit is responsible for most new building and capital improvements to State property and buildings. The authority of the Department of Public Works is defined under Section 4b-1 of the Connecticut General Statutes (CGS) which states that the responsibility resides with the Commissioner of Public Works and his delegates.